



TERMS AND CONDITIONS OF BUSINESS – FIXED COST RECRUITMENT

1. HR 4 Case Management Limited aims to provide a high-quality professional service. Whilst maintaining confidentiality we will be clear and transparent about all the work we undertake and we agree to keep you fully aware of developments in respect of work undertaken, subject to any restrictions in regard to confidentiality.
2. An "Employer" means a person or company that employs or seeks to employ a Candidate through any of the services of HR 4 Case Management Limited and a "Candidate" introduced by HR 4 Case Management Limited means a potential employee e.g. Support Worker, Nurse, Adult and Child Carers.
3. The Employer and Candidate enter a Contract of employment directly with each other. The Employer has full local employment responsibility to any Candidate they employ which includes Tax and National Insurance payments. Please refer to www.gov.uk for current Employer responsibilities.
4. Definition of Service - HR 4 Case Management Limited offer 5 Fixed Cost options, depending on the Employer's requirements. 2024 Fixed Cost Options and prices are:

Package	Support Provided	Cost
<p>Option 1: Job Advert</p>	<ol style="list-style-type: none"> 1. Posting the Job Advert on Premium Job Boards 2. Posting the Job Advert on Free Job Boards & Social Media 3. Posting the Job Advert to our candidate database 4. Forwarding all CV's to the instructing recruitment lead for the client 	<p align="center">£600 plus VAT</p> <p align="center">for 4 to 6 weeks per job title/role</p>
<p>Option 2: Short-listing Service</p>	<ol style="list-style-type: none"> 1. Creating a bespoke job advert for your vacancy 2. Posting the Job Advert on Premium Job Boards 3. Posting the Job Advert on Free Job Boards & Social Media 4. Posting the Job Advert to our candidate database 5. Reviewing all CV's received against job description and person specification 6. Forwarding short-listed CV's to instructing recruitment lead for the client 	<p align="center">£900 plus VAT</p> <p align="center">per advert regardless of how many postholders are required</p>

<p>Option 3: Telephone Screening Service</p>	<ol style="list-style-type: none"> 1. Creating a bespoke job advert for your vacancy 2. Posting the Job Advert on Premium Job Boards 3. Posting the Job Advert on Free Job Boards & Social Media 4. Posting the Job Advert to our candidate database 5. Reviewing all CV's received against job description and person specification 6. Short-listing CV's to identify applicants suitable for telephone screening 7. Undertaking Telephone Screenings for short-listed candidates 8. Providing recruitment lead for the client with the CV and Telephone Screening Interview notes of the short-listed candidates who are recommended to proceed to interview 	<p>£1,500 plus VAT</p> <p>for the first 3 postholders required from the job advert placed. Then £250 plus VAT per additional postholder required thereafter if required.</p>
<p>Option 4: Interview Service</p>	<ol style="list-style-type: none"> 1. Creating a bespoke job advert for your vacancy 2. Posting the Job Advert on Premium Job Boards 3. Posting the Job Advert on Free Job Boards & Social Media 4. Posting the Job Advert to our candidate database 5. Reviewing all CV's received against job description and person specification 6. Short-listing CV's to identify applicants suitable for telephone screening 7. Undertaking Telephone Screenings for short-listed candidates 8. Booking in interviews for suitable short-listed and telephone screened candidates 9. Liaising with the recruitment lead for the client, advising of interview dates and times (pre-discussed and agreed) 10. Providing recruitment lead for the client with the CV and Telephone Screening Interview notes of the short-listed candidates who are booked in for interview 11. Drafting interview letters for short-listed candidates – advising of arrangements of interviews and documentation required when attending 	<p>£1,800 plus VAT</p> <p>for the first 3 postholders required from the job advert placed. Then £350 plus VAT per additional postholder required thereafter if required.</p>
<p>Option 5: On-Boarding Service</p>	<ol style="list-style-type: none"> 1. Creating a bespoke job advert for your vacancy 2. Posting the Job Advert on Premium Job Boards 3. Posting the Job Advert on Free Job Boards & Social Media 4. Posting the Job Advert to our candidate database 5. Reviewing all CV's received against job description and person specification 6. Short-listing CV's to identify applicants suitable for telephone screening 7. Undertaking Telephone Screenings for short-listed candidates 8. Booking in interviews for suitable short-listed and telephone screened candidates 9. Liaising with the recruitment lead for the client, advising of interview dates and times (pre-discussed and agreed) 10. Providing recruitment lead for the client with the CV and Telephone Screening Interview notes of the short-listed candidates who are booked in for interview 11. Drafting interview letters for short-listed candidates – advising of arrangements of interviews and documentation required when attending 12. Provision of feedback provided to all candidates once advised by the recruitment lead of the client. 13. Confirming verbal offers of employment in writing and advising the applicant of the pre-employment checks required for safe recruitment 14. Undertaking the required pre-employment checks; right to work, enhanced DBS, checking Nurse Pin, and employment references. 15. Advising recruitment lead for the client when the candidate's pre-employment checks are complete and whether they are advised as being satisfactory 16. Agreeing a start date for the applicant; liaising with both parties 17. Creating a draft Contract of Employment confirming start date 	<p>£2,750 plus VAT</p> <p>for the first 3 offered candidates from the job advert placed. Then £800 plus VAT per additional applicant if applicable</p>

5. By choosing an Option from 1 to 5 below and signing these Terms and Conditions, the Employer is deemed to have accepted HR 4 Case Management Limited's Terms and Conditions and Fees.
6. HR 4 Case Management Limited is committed to ensuring that your privacy is protected. All Candidate information passed on by HR 4 Case Management Limited to the Employer shall be treated as confidential. Once data has been passed to the Employer, it becomes the Employer's responsibility to comply with GDPR regulations and the deletion of all Candidates details in an appropriate manner. Retaining any Candidate's details and information who are not employed by the Employer contravenes GDPR regulations.
7. Candidates Suitability - HR 4 Case Management Limited make every reasonable effort to ensure the suitability of Candidates introduced in line with the service level used by the Employer, however, HR 4 Case Management Limited cannot accept responsibility for any loss, damage, or personal injury when a Candidate is employed by the Employer.
8. All services will be charged depending on the Option 1 to 5 selected below. Payment to be made on the receipt of the invoice which will be issued on receipt of signed Terms and Conditions. No support will commence on the Fixed Cost Recruitment until signed Terms and Conditions and payment is received.
9. HR 4 Case Management Limited services are subject to VAT.
10. Variations or modifications to these terms and conditions can be made upon agreement in writing.
11. HR 4 Case Management Limited has professional indemnity insurance and is governed by the Data Protection Act.

FIXED COST OPTIONS

Please **circle** or **highlight** the Fixed Cost Option required (see description of each service above).

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5
£600 + VAT	£900 + VAT	£1,500 + VAT	£1,800 + VAT	£2,750 + VAT

Please return a signed and dated copy of these Terms and Conditions at the earliest opportunity. No work will be undertaken by HR 4 Case Management Limited until this has been received.

HR 4 Case Management Limited looks forward to working with you, and in building a long-term working relationship

Lynda Goncalves
Managing Director

Question	Please complete
Name of person who the invoice should be sent to arrange/pay the invoice for the work undertaken?
Email address of the person the invoice should be sent to for payment:
Name of the person who should receive the case notes outlining the work completed:
Email address of the person that the case notes should be sent to:

I hereby acknowledge acceptance of the above Terms and Conditions of business:

Confirmation of Option of Fixed Cost Recruitment Service Required:

- Option 1: Job Advert
- Option 2: Short-Listing Service
- Option 3: Telephone Screening Service
- Option 4: Interview Service
- Option 5: On-Boarding Service

Signed _____

Name (in Caps) _____

Job Title _____

Company _____

Date _____